Friden Flexowriter®

automatic writing machine

Model FL

manual of instructions

Friden, Inc. SAN LEANDRO • CALIFORNIA

To:

For you . . . a brand new Flexowriter automatic writing machine! And from this manual you'll quickly learn how the Flexowriter can make your working day a much happier day.

What is a Flexowriter? Well, that question will be answered when you read these pages. But we will say that most of your typing can be done automatically - at approximately 100 words per minute! It seems amazing, but you'll believe it once you've mastered the simple technique of operating the Flexowriter.

We'll say no more at this point except to invite you to study this manual carefully. And keep it close by as a handy reference. You'll soon learn that your Flexowriter automatic writing machine will always produce perfect results!

Friden, Inc.

manual of instructions

Prepared

by

FRIDEN, INC.

San Leandro, Calif.

Composition for this manual was set on the Justowriter tape-operated composing machine, a product of Friden, Inc.

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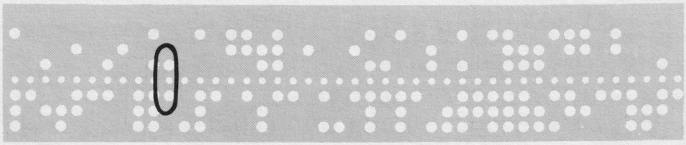
the Flexowriter

Flexowriter automatic writing machine
Recorder Reproducer Model FL

Now you no longer must type the same information over and over and over. Instead you type it just once, for the Flexowriter automatic writing machine will type it the second, tenth, hundredth or even thousandth time. Flexowriters are basically like electric typewriters — with one important difference, however. That difference is the built-in Tape Punch and Tape Reader.

Operating the Flexowriter is easy! You simply type at your normal typing speed. At the same time, the Tape Punch will record your typing in paper tape in the form of various codes. A code is a combination of punched holes, like one of the following:



Then you place the punched tape in the Tape Reader and press a switch. The Flexowriter types the information as many times as required at approximately 100 words per minute.

A code can be punched in the tape at any point to stop the Flexowriter automatically so that manual fill-ins — whether a word, number, sentence or paragraph — can be inserted. In correspondence, for example, you can produce automatically typed letters which are personalized during their production by manually typing in names and addresses. You can easily attend to more than one Flexowriter, typing the variable information when each machine automatically stops for the manual fill-ins.

Correcting an error which has been punched in a tape can be done quickly and easily. If the punched tape is correct, the automatically typed copies must be correct! This feature makes the Flexowriter invaluable in the preparation of stencils or duplicating masters where accuracy is essential.

This manual is designed to show you, through words and illustrations, each step in operating the Flexowriter. You will be amazed at how soon you can become an expert!

WRITING MACHINE

Your first look at the Flexowriter will immediately tell you how much it has in common with a standard typewriter.

1. LINE SPACE LEVER for the selection of single, double or triple spacing between lines.

2. PAPER RELEASE LEVER when pulled forward, allows paper to be straightened or easily removed from the Platen.

3. PLATEN KNOBS used for turning the Platen when inserting and positioning paper.

4. PLATEN VARIABLE BUTTON pressed in and held to release the Platen so that paper may be positioned at other than standard line spacing. At the point of releasing the Button, standard line spacing is restored.

5. MARGIN RELEASE LEVER used to move the carriage for typing to the left of the Margin Stop. Raise the Margin Release Lever and move the carriage to the desired position.

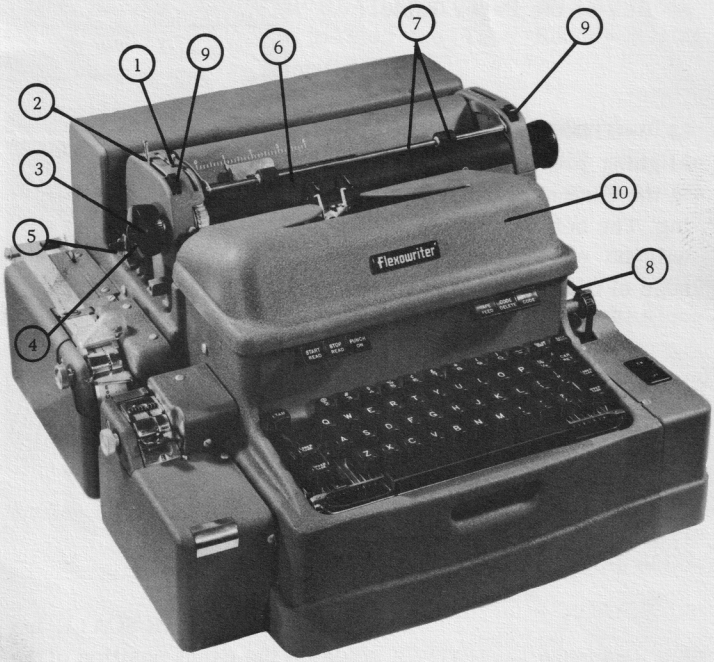
6. PLATEN a roller around which paper is inserted and against which type bars strike.

7. PAPER BAIL AND ROLLS when lowered on the inserted paper, hold and feed it properly.

8. RIBBON POSITION LEVER (not visible in illustration) located on the right side of the Flexowriter below the carriage. It positions the ribbon for typing through the upper or lower part and for typing stencils. When the lever is forward, the upper part of the ribbon is used; in the halfway position, the ribbon is disengaged for writing stencils; when the lever is down, the lower part of the ribbon is used.

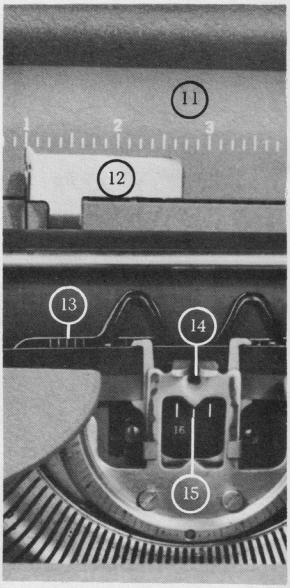
9. CARRIAGE RELEASE BUTTONS (right and left) when held down, release the carriage for moving by hand.

10. TOP COVER PLATE removed to change ribbons and clean type. Grasp it at the sides and pull it up and toward you. To replace the Top Cover Plate, push it back and down.



11. PAPER TABLE supports paper as it is inserted in the Platen. Raised when setting Margin and Tab Stops.

12. PAPER GUIDE indicates where left edge of paper should be inserted in the Platen. Adjusted horizontally on graduated section of the Paper Table.



13. WRITING LINE FINDER for aligning previously typed page in the Platen for additional typing. The bottom of the typed line will be exactly above the top edge of the Writing Line Finder.

14. TYPE GUIDE indicates position of carriage and exactly where characters will print.

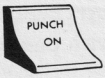
15. FRONT PAPER SCALE indicates the exact position of the carriage. Used for determining the position of Margin and Tab Stops.

FRONT PANEL SWITCHES

Your second look at the Flexowriter introduces the front panel switches. These switches control the Tape Reader or punch codes without causing any other operation of the Flexowriter.

START READ SWITCH — puts the Tape Reader in operation.

STOP READ SWITCH — manually operated to stop the Tape Reader during automatic typing.



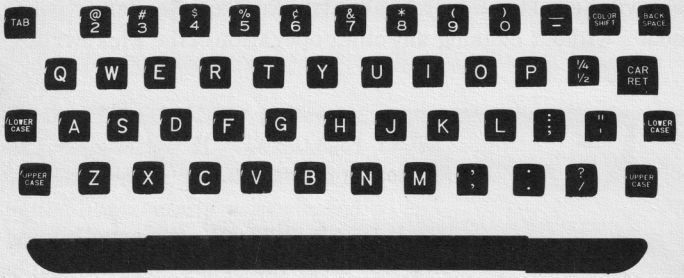
PUNCH ON SWITCH — turns the Tape Punch on and off. Depress the switch to turn on the Tape Punch; raise the switch to turn off the Tape Punch.

TAPE FEED SWITCH — automatically feeds tape through the Tape Punch as long as the switch is depressed.

CODE DELETE SWITCH — punches a code over an incorrect code to delete the error. This switch punches one code each time it is pressed. If you hold down the Tape Feed switch and the Code Delete switch at the same time, a series of Delete codes will be punched.

STOP CODE SWITCH — punches a code which will automatically stop the Tape Reader. One code is punched each time the switch is pressed.

KEYBOARD - STANDARD MODEL



TAB KEY — moves the carriage to the established tab position with one touch.

COLOR SHIFT KEY — shifts the ribbon for typing through the upper or lower half. When this key is touched once, the ribbon is shifted in one direction; touching the key a second time shifts the ribbon back to its original position.

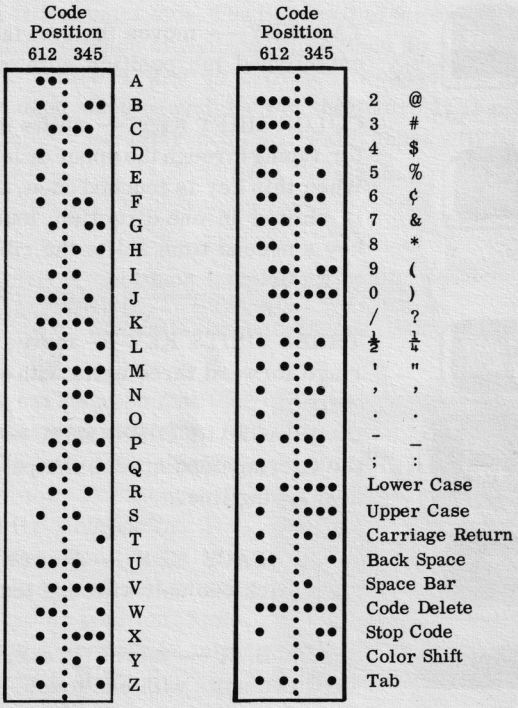
CARRIAGE RETURN KEY — returns the carriage and spaces the paper to the next typing line.

BACK SPACE KEY — moves the carriage back one letter space each time it is touched.

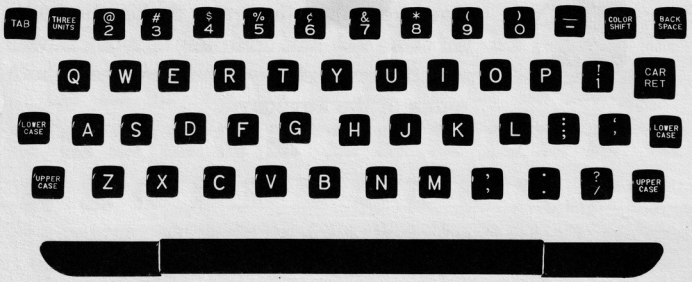
SPACE BAR — moves the carriage forward one letter space with one touch.

LOWER AND UPPER CASE KEYS — lock the keyboard in position for typing lower or upper case characters. To type "Flexowriter" you first touch the Upper Case key, then the letter F, then the Lower Case key and continue to type. Lower and Upper Case keys are provided on both sides of the keyboard.

CODE CHART - STANDARD MODEL



KEYBOARD - PRESIDENT MODEL



TAB KEY — moves the carriage to the established tab position with one touch.

COLOR SHIFT KEY — shifts the ribbon for typing through the upper or lower half. When this key is touched once, the ribbon is shifted in one direction; touching the key a second time shifts the ribbon back to its original position.

THREE UNITS KEY — moves the carriage forward three units with one touch.

CARRIAGE RETURN KEY — returns the carriage and spaces the paper to the next typing line.

BACK SPACE KEY — moves the carriage back one unit with one touch.

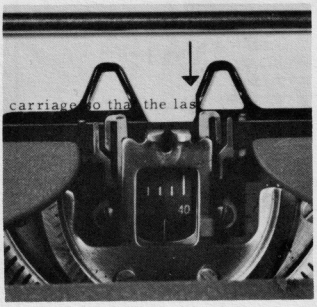
SPACE BAR — moves the carriage forward two units with one touch.

LOWER AND UPPER CASE KEYS — lock the keyboard in position for typing lower or upper case characters. To type "Flexowriter" you first touch the Upper Case key, then the letter F, then the Lower Case key and continue to type. Lower and Upper Case keys are provided on both sides of the keyboard.

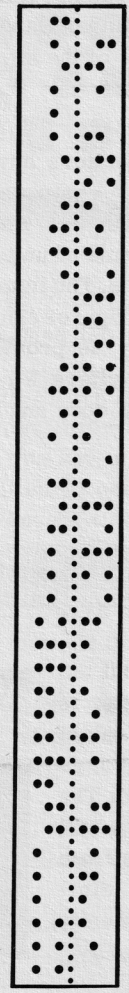
President Model Flexowriters have book style type faces. You will notice that all characters vary in width. An M, for example, is wider than an i. Each movement of the carriage is measured in terms of units, and all characters are from two to five units wide. The figures 0 to 9 are three units wide so that columns of figures can be lined up as on a typewriter. A figure 1 key is provided because the letter l, normally used on typewriters for the figure 1, is only two units wide. A character code and width chart will be found on page 16.

HOW TO CORRECT TYPING ERRORS

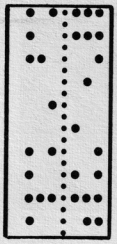
Move the carriage so that the last correctly typed letter is just to the left of the straight edge of the Positioner as shown in the illustration. The edge of the Positioner will then be exactly 12 units from the next typing position. Simply space the carriage 12 units and continue typing.



CHARACTER CODE AND WIDTH CHART

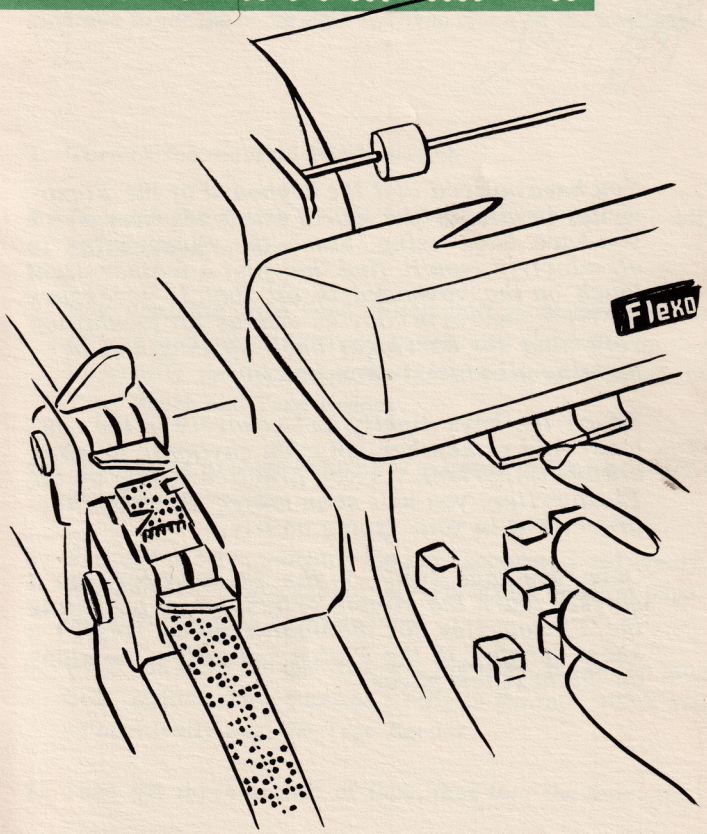


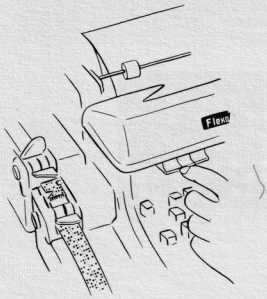
Code Position 612 345	Characters & Unit Widths			
	a	3	A	4
	b	3	B	4
	c	3	C	4
	d	3	D	4
	e	3	E	4
	f	2	F	4
	g	3	G	4
	h	3	H	4
	i	2	I	2
	j	2	J	3
	k	3	K	4
	l	2	L	4
	m	5	M	5
	n	3	N	4
	o	3	O	4
	p	3	P	4
	q	3	Q	4
	r	3	R	4
	s	3	S	3
	t	2	T	4
	u	3	U	4
	v	3	V	4
	w	4	W	5
	x	3	X	4
	y	3	Y	4
	z	3	Z	4
	-	3	_	3
	2	3	@	4
	3	3	#	3
	4	3	$	3
	5	3	%	4
	6	3	¢	3
	7	3	&	4
	8	3	*	3
	9	3	(	2
	0	3	)	2
	.	2	.	2
	,	2	,	2
	;	2	:	2
	'	2	‘	2
	1	3	!	2
	/	3	?	3



Code Position 612 345	FUNCTION CODES
	Lower Case
	Upper Case
	Back Space
	Color Shift
	Three Units
	Space Bar
	Tab
	Carriage Return
	Code Delete
	Stop Code

operation





You have noticed that the keyboard of the Flexowriter is almost like that of the typewriter which you have been using. Since the Flexowriter is all-electric, you'll find that just a feather-light touch on the keyboard is all that is necessary for typing uniform copy as well as for tabulating, returning the carriage, back spacing and performing all other typing functions.

Touch the keys lightly and squarely in the centers. And remember, an even rhythmic touch is always important. As you practice typing on the Flexowriter, you will soon notice a definite improvement in your typing ability.

Once you have typed on the Flexowriter you'll quickly learn the simple principles of operating the Flexowriter for automatic typing. Insert a sheet of paper in the Platen and follow the steps on the next few pages.

HOW TO PUNCH TAPE

The Tape Punch records all of your typing and keyboard operations by means of various code combinations. Even though you are punching tape at the same time you are typing, continue to use the same light and even touch on the keyboard.

1. Turn on the electric Power switch.

2. Depress the Punch On switch. Everything you type will be recorded in tape.

3. Hold down the Tape Feed switch until about three inches of tape feed out of the Tape Punch. You can write on this to identify the tape. Let the tape feed down between the Tape Punch and Tape Reader.

4. Touch the Carriage Return key to insure correct positioning of the carriage.

5. Proceed to type, touching the keys accurately and evenly. Remember that you are not only typing on a sheet of paper but also punching codes in tape.

6. When you have finished typing a few lines, press the Stop Code switch. This punches a code in the tape which will automatically stop the Tape Reader.

7. Feed out three inches of tape, then tear the tape off.

HOW TO READ TAPE

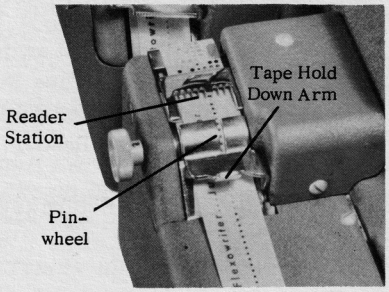
The Tape Reader translates punched tape so that the Flexowriter will type automatically — at approximately 100 words per minute.

1. Put the Punch On switch in its raised or off position.

2. Open the Tape Hold Down Arm by pressing down.

3. Feed the trailing end of the tape down between the Tape Punch and the Tape Reader, being certain that the tape passes through the guide on the back of the Tape Reader.

4. Slide the leading end of the tape into the Tape Reader from the side. The printing on the tape is on top and at the left edge when the tape is inserted correctly, as illustrated. Make certain that the feed holes have engaged the pins of the Pinwheel and that the first code is behind the Reader Station. Close the Tape Hold Down Arm.



Tape Reader

5. Press and release the Start Read switch. The Flexowriter will operate automatically and then stop as soon as the Stop Code is read. (If the Stop Code is omitted at the end of the tape, the tape will continue to feed through the Tape Reader. Press the Stop Read switch to stop the Tape Reader.)

6. To remove the tape, open the Tape Hold Down Arm and slide the tape out to the side.

HOW TO DUPLICATE TAPE

A duplicate tape can be made automatically at the same time the Flexowriter is reading tape.

1. Depress the Punch On switch.
2. Insert the previously punched tape in the Tape Reader.
3. Feed about three inches of tape through the Tape Punch.
4. Press the Start Read switch.
5. When the Tape Reader has stopped, press the Stop Code switch and feed out three inches of tape.

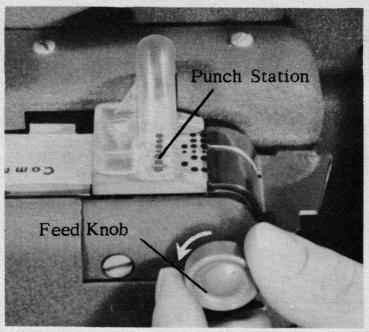
NOTE! All codes punched by keys on the keyboard are duplicated automatically. Codes punched by switches located on the front panel, however, will not normally reproduce and must be manually punched. When duplicating tapes, therefore, you must remember to reproduce the Stop Code manually.

HOW TO CORRECT ERRORS

If you make a mistake while punching tape, you can correct it easily. Follow this example.

Correct word . . . . . situation
Incorrect typing . . . . . sitiation

1. Using the Feed Knob at the left side of the Tape Punch, turn the tape back to the incorrect code. You can follow the typed copy. Turn back one notch for n, another for o, another for i etc., reading backward until you reach the incorrect i. (The i code will then be located exactly over the Punch Station.)



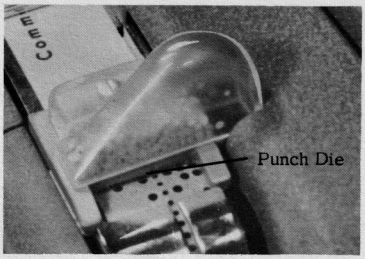
Tape Punch

2. Now press the Code Delete switch the same number of times (six). This punches a Delete code over each of the codes you have just counted off, voiding the incorrect code and all following codes.

3. Type the correct letter, u, and continue typing. It is not necessary to backspace. Your typed copy will look like this . . . . . sitiationuation

   When the corrected tape is read, the word will be typed correctly. The codes which were deleted will simply cycle through the Tape Reader, causing no Flexowriter operation.

If you have punched an extra code in the tape, for example 'sitiuation', you need delete only that code, in this case the i code. Turn the tape back in the same manner and press the Code Delete switch once. Then turn



the tape forward to the next position for punching. The tape is positioned correctly when the last code in the tape is just visible at the edge of the Punch Die, as illustrated.

Remember that a capital letter requires three codes: the Upper Case code, the letter code itself and also a Lower Case code. Therefore, in deleting a capital letter, three Delete codes are necessary. A word that is all capital letters requires one Delete code for the Lower Case code at the end of the word, one for each capital letter and one for the Upper Case code at the beginning of the word.

HOW TO REVISE TAPE

If an error is not discovered until after the tape has been completed, the correction can be made by using the Flexowriter's tape duplicating feature. Follow the directions given below. In this way revisions of any kind can be made with a minimum of manual typing.

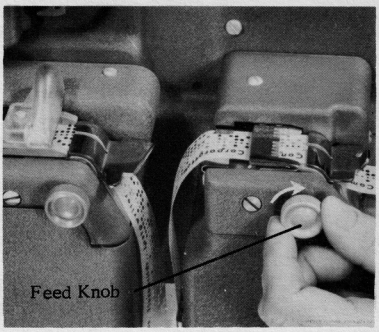
1. Insert the tape containing the error into the Tape Reader.

2. Depress the Punch On switch, feed out three inches of tape and press the Start Read switch.

3. Follow the copy. As the typing approaches the error move the Start Read switch up and down, allowing only one code at a time to be read. The Start Read switch stops the Tape Reader only as long as it is held down. Allow the last correct code to type, stop the Tape Reader with the Start Read switch and then press the Stop Read switch before releasing the Start Read switch. This stops the Tape Reader until it is again put into automatic operation.

4. Now type the correction. This will be recorded in the new tape.

5. Turn the Feed Knob on the Tape Reader forward one notch for each incorrect code. These codes will not be read.

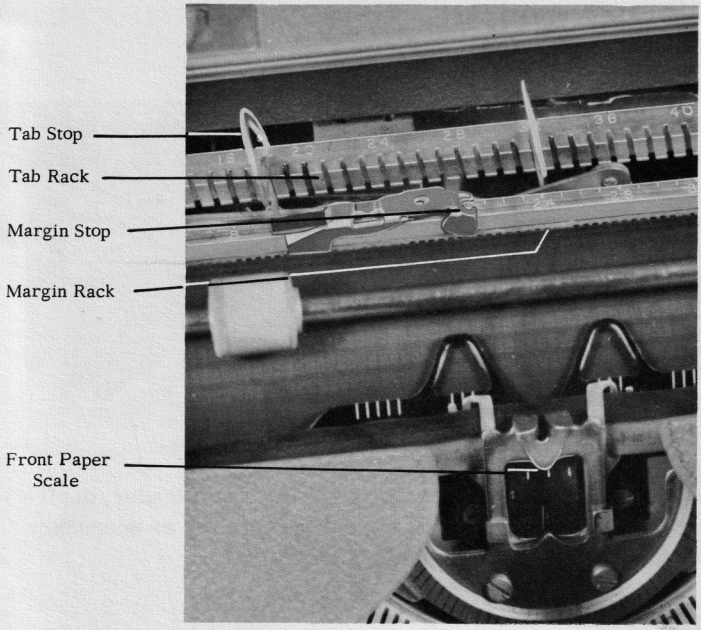


6. Press the Start Read switch and continue duplicating the tape.

7. When the Tape Reader has stopped, press the Stop Code switch and feed out about three inches of tape.

HOW TO SET MARGIN AND TAB STOPS

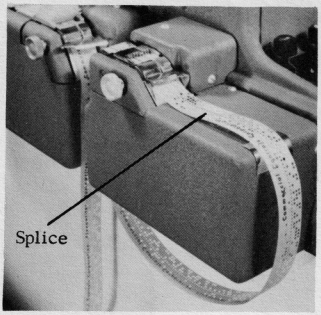
If your Flexowriter has Pica type, Tab Stops can be positioned in increments of one letter space. If your Flexowriter has Elite type, Tab Stops can be positioned in increments of two letter spaces. If your Flexowriter has a proportional spacing type style, Tab Stops can be positioned in increments of four units. The Margin Stop can be set in increments of one letter space on all monospacing Flexowriters and four units on all proportional spacing Flexowriters.



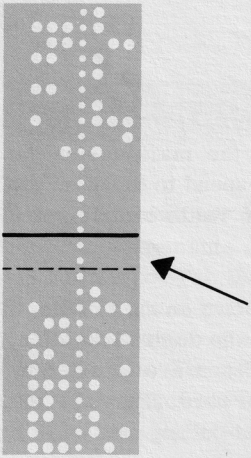
Tilt back the Paper Table. Note that the markings on the Margin Rack and the Tab Rack correspond to those on the Front Paper Scale. You can use the Scale to determine where Stops must be located.

The Margin Stop is set by pressing down on the middle of the Stop and sliding it along the rack to the desired position. The right end is the indicator. Tab Stops are inserted by pushing the Stop down and slightly forward. They are removed by pushing slightly backward and pulling up.

HOW TO SPLICE TAPE



When a punched tape is to be used continuously, the leading and trailing edges of the tape can be spliced to make a loop to go around the Reader, as illustrated. Then, when the Flexowriter stops at the end of the tape, you simply press the Start Read switch to use the tape over again. If the punched tape is too short to go around the Reader, duplicate the information in the tape as many times as necessary to punch a tape that will be long enough.



1. Cut off the leading and the trailing edges of the tape, allowing about one-half inch of feed holes on both ends.

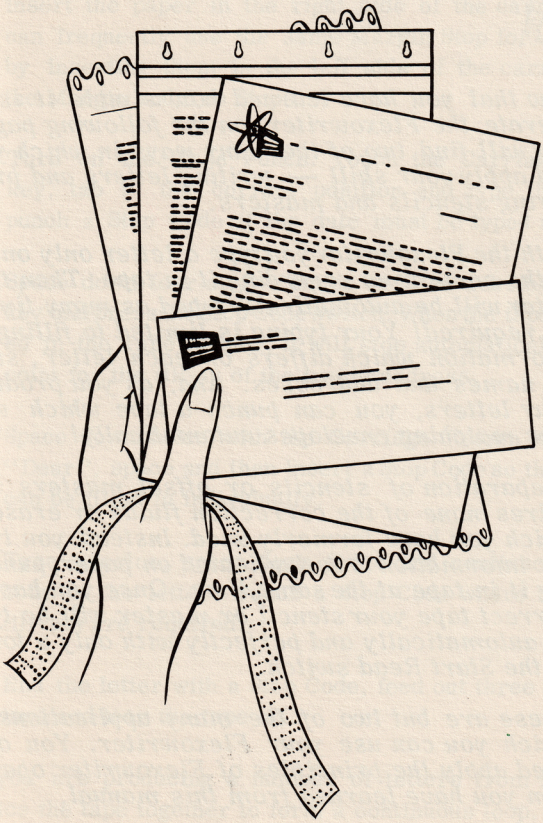
2. Apply a small amount of Flexowriter Tape Cement across the leading edge.

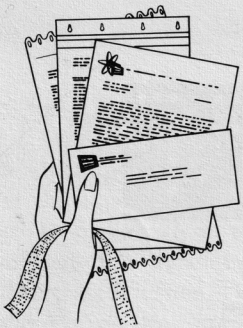
3. Overlap the trailing edge of the tape on the leading edge as shown in the illustration.

4. Make certain that the feed holes are in perfect line.

The spliced tape is ready for immediate use.

applications





Now that you have learned how simple it is to operate the Flexowriter, on the following pages you will find two of the many ways in which you can apply your skill — writing letters and preparing stencils and masters.

With the Flexowriter you type a letter only once, at the same time recording it in tape. Then that letter will be automatically typed as many times as required! Your typing is limited to filling in information which differs on each letter, such as names and addresses. And, as you produce your letters, you can punch a tape which will type matching envelopes automatically!

Preparation of stencils or offset masters requires none of the correction fluids or erasers which you have formerly used. Instead you type the information to be duplicated on paper, punching it in tape at the same time. Once you have a correct tape your stencil or master will be typed automatically and perfectly with only a touch of the Start Read switch.

These are but two of the many applications in which you can use your Flexowriter. You only need apply the principles of Flexowriter operation you have learned from this manual.

HOW TO PUNCH A LETTER TAPE

When punching a tape for a letter, as for any repetitive typing, record in the tape as many characters and functions as possible so as to keep manual operations at a minimum.

1. Insert a sheet of paper just above the date line. If you insert the paper in the right side of the carriage, you can frequently use the same Margin Stop for envelopes by inserting them in the left side of the carriage. Set the Margin and Tab Stops.

2. Turn on the Tape Punch. Touch the Carriage Return key, tab to the correct position and type the date or punch a Stop Code if the date must be typed manually.

3. Space down four or five times with the Carriage Return key and press the Stop Code switch. When the tape is placed in the Tape Reader, it will stop automatically at this point for the fill-in of the inside address.

4. Space down twice with the Carriage Return key. Type "Dear", space and then insert a Stop Code so that names can be filled in individually.

5. Type a colon, space down twice and continue with the body of the letter. Punch a Stop Code where individual fill-ins are required.

6. End the letter with a Stop Code, feed out three inches of tape and tear the tape off.

If you are producing a number of letters from this tape, splice the tape together to form a continuous loop.

HOW TO PRODUCE LETTERS

Now you are ready to start producing letters automatically. Whenever it is necessary for you to type, the Flexowriter will stop. As you type the inside name and address on each letter, you can record it in tape. That tape then types the matching envelopes automatically.

1. Turn off the Tape Punch. Place the letter tape in the Tape Reader, insert the paper in the same position as when you punched the tape and press the Start Read switch.

2. When the Flexowriter stops for insertion of the inside name and address, turn on the Tape Punch. Start with a Carriage Return operation to insure that the typing will begin in the correct position on the envelope, then type the inside address. Press the Stop Code switch and turn off the Tape Punch.

3. Press the Start Read switch to continue the automatic typing of the letter. Make fill-ins where necessary. Each time press the Start Read switch as soon as you finish typing.

When the letter is completed, the tape will be back in starting position if it has been spliced. Just change the paper and press the Start Read switch to begin the next letter.

HOW TO PRODUCE ENVELOPES

When you have completed the letters, insert the tape containing the names and addresses in the Tape Reader. Feed an envelope in the Platen and press the Start Read switch. The Flexowriter types each envelope automatically and then stops so you can remove the typed envelope and insert the next.

HOW TO PREPARE STENCILS

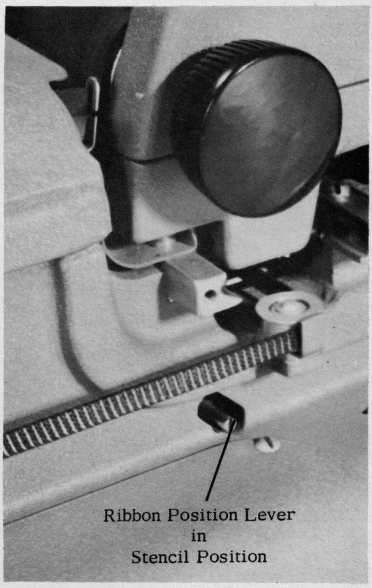
When preparing a stencil on the Flexowriter, first insert a sheet of paper and type the information, recording it on tape at the same time. All corrections or revisions can be made before you even place the stencil in the Flexowriter! After punching a perfect tape, follow these steps. Your stencil will be typed automatically with a clean, uniform impression.

1. Disengage the ribbon by setting the Ribbon Position Lever in the half-way position, as illustrated.

2. Clean the type with a brush or any good type cleaner.

3. Insert the stencil and place the Paper Bail Rolls at the extreme left and right edges of the stencil.

4. Insert the tape in the Reader and press the Start Read switch.



For best results, use a stencil with a thin, transparent top sheet to keep the type clean.

HOW TO PREPARE OFFSET MASTERS

When preparing an offset master on the Flexowriter, again first record your information on tape. After you have prepared a correct tape, follow these steps. Your offset master will be typed automatically, the results sharp and clean.

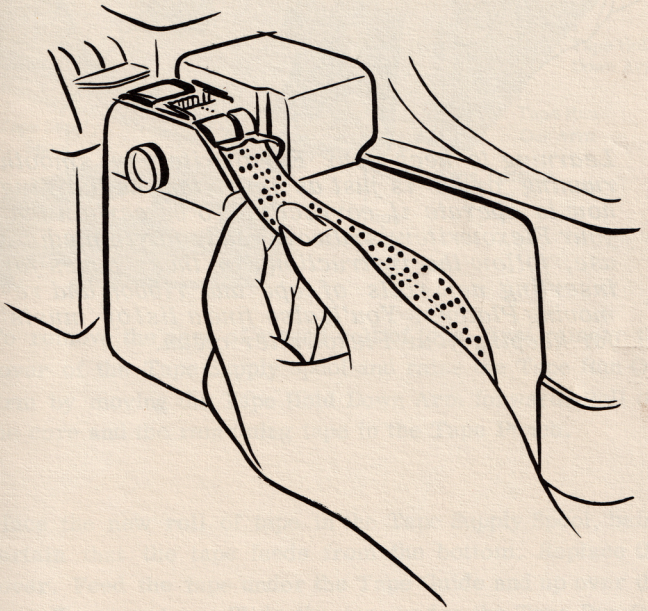
1. Clean the type with a brush or any good type cleaner.

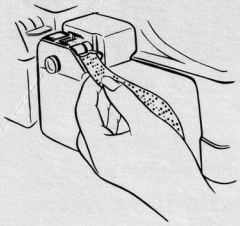
2. Insert the offset master and place the Paper Bail Rolls on the edges of the plate so that they will not touch the copy, as illustrated.

3. Insert the tape in the Reader and press the Start Read switch to begin the automatic typing.

For best results, use the carbon paper ribbon supplied by Commercial Controls Corporation. If your Flexowriter is not equipped for carbon paper ribbon, use the fabric ribbon recommended by the offset master supplier.

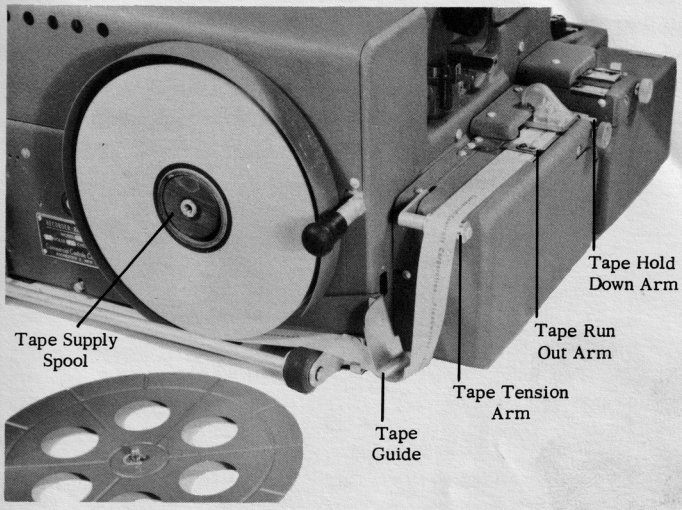
set-up and care





Learning to keep your Flexowriter in smooth running order is just as important as learning how to operate it correctly. To be certain that your Flexowriter is always ready for immediate use, follow the instructions on these pages for inserting new rolls of tape and ribbon and removing Platens. You'll also find a list of 'musts' for keeping your Flexowriter clean.

HOW TO CHANGE ROLLS OF TAPE



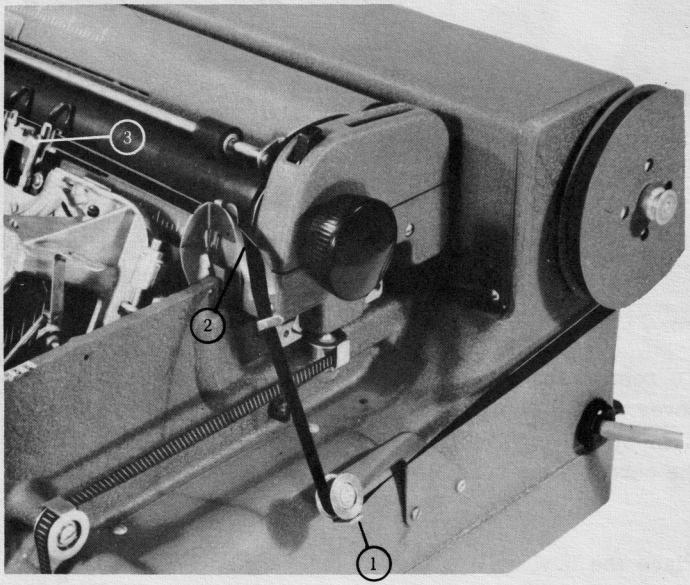
To remove the core of a used roll of tape, first remove the cover of the Tape Supply Spool and raise the Tape Run Out Arm by moving the Tape Hold Down Arm forward. Pull out the core and the remaining tape in the Tape Punch.

Place the new roll of tape in the Tape Supply Spool, being certain that the tape feeds from the bottom. Replace the cover. Feed the tape under the Tape Guide and up over the Tape Tension Arm. Slide the tape under the Tape Run Out Arm and under the Tape Punch from the left side. Be sure that the tape is inserted all of the way to the right under the Punch. Close the Tape Hold Down Arm. Feed out tape until the tape feed holes have engaged the Pinwheel on the Punch.

You can easily tell when a new roll of tape is needed as the color of tape changes at the end of the roll.

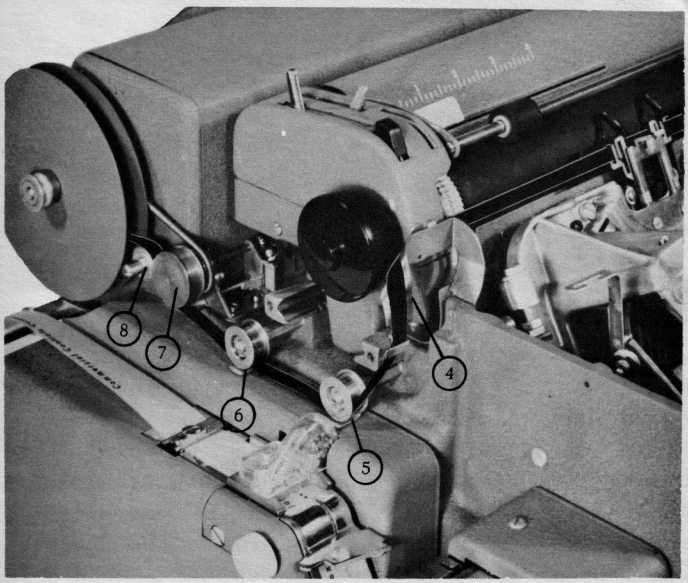
HOW TO INSERT CARBON PAPER RIBBON

Remove the Top Cover Plate and the Carbon Paper Ribbon Cover on the right of the machine. Place the roll of carbon ribbon on the spool pin, the ribbon feeding from the bottom. Replace the Carbon Paper Ribbon Cover.



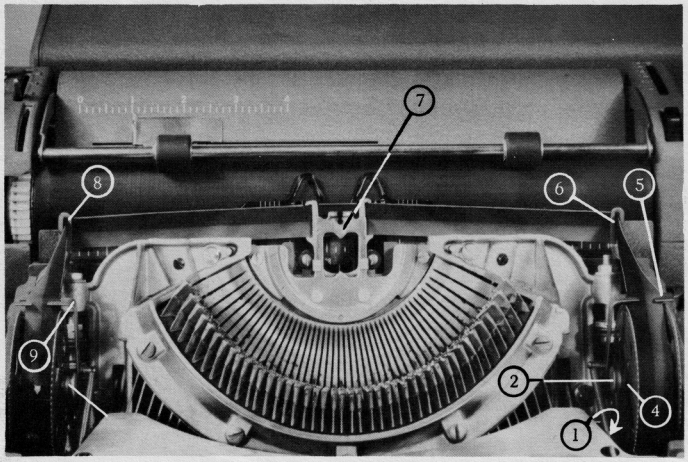
Twist the ribbon so that the carbon surface is on the outside when threaded around the Right Roller Guide (1). Feed the ribbon over the Right Corner Guide (2) keeping the carbon surface away from the guide surface. Thread the ribbon through the Ribbon Lift Guide (3). The carbon surface will automatically face the Platen.

Feed the ribbon through the Left Corner Guide (4). The carbon surface is again away from the guide surface. Pass the ribbon through the Left Guide Rollers (5,6) and up between the Feed Roller (7) and the Idle Roller (8). Press the Idle Roller down for easy insertion.



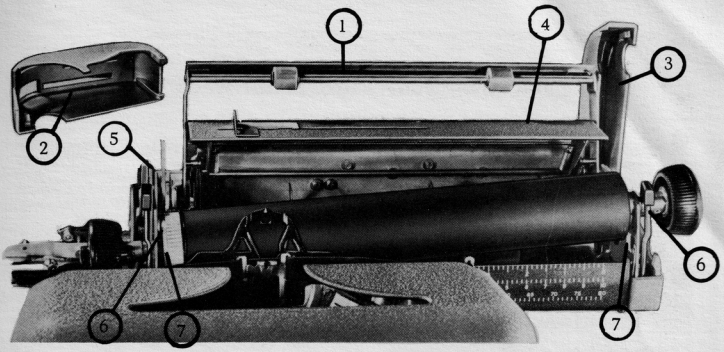
Remove the Carbon Paper Ribbon Cover on the left. Secure the leading edge of the ribbon with the spring clip on the cover. Replace the Carbon Paper Ribbon Cover and turn it several times to be sure that the ribbon is fastened. The used ribbon will wind up on this spool.

HOW TO INSERT FABRIC RIBBON



Remove the Top Cover Plate and wind all of the ribbon on the fullest spool. If the spool does not turn freely, move the Manual Ribbon Reverse Lever (1) either forward or back. Remove the old ribbon by slightly holding out the Spool Retaining Spring (2) and lifting out the spool. Place the empty spool on the left Spool Holder (3) if it is not already there. Insert the new ribbon on the right Spool Holder (4). Be certain that the teeth on both spools point toward the Platen. Thread the leading edge of the ribbon through the Ribbon Reverse Lever (5) and through the Right Ribbon Guide (6), twisting the ribbon so that the outside edge is now on the bottom. Feed the ribbon through the Ribbon Lift Guide (7), the Left Ribbon Guide (8) and the Ribbon Reverse Lever (9). Secure the leading edge to the tab on the empty spool. Before replacing the Top Cover Plate, check to see that the extreme outside edges of the ribbon are on the lower edge when passing through the Ribbon Lift Guide.

HOW TO REMOVE PLATENS



To remove the Platen, lift up the Paper Bail (1) and move the carriage to the left. Remove the left Carriage End Cover (2) by tipping it back and then pulling up. Move the carriage to the right and tip back the right Carriage End Cover (3). Tilt back the Paper Table (4) and pull the Paper Release Lever (5) forward. At this point the carriage should look as it does in the illustration.

Release the right and left Platen Latches (6) together, lift the right end of the Platen slightly and pull the Platen to the right and up. Keep the Paper Release Lever as far forward as possible during this operation.

The Deflector and Feed Roll Assembly, found immediately under the Platen, can be lifted out for cleaning. When replacing, be sure that it is properly fitted onto the equalizing shaft.

To replace the Platen, keep the Paper Release Lever forward as far as possible and insert the left end first. Then secure the right end of the Platen, being certain that it rests snugly in the Platen Guide Plates (7).

HOW TO CARE FOR YOUR FLEXOWRITER

Always cover your Flexowriter when it is not in use. If dust should accumulate, use a camel's hair brush for cleaning around the keys or other areas not easily reached by cloth.

Type should be cleaned frequently, either with a dry, stiff brush or a recommended type cleaning fluid. Clean the type with gentle movements, always away from the type basket.

If you are using carbon paper ribbon in your Flexowriter, clean the Ribbon Guides and Rollers with a cloth moistened with cleaning fluid each time a new ribbon is inserted.

The Platen, Paper Bail Rolls and the Feed Roll Assembly should be cleaned once a week with a cloth moistened with a platen cleaning fluid. This will assure the proper feeding of paper into the carriage and keep paper from being soiled.

While the Platen and Feed Roll Assembly are removed from the Flexowriter, dust the carriage frame with a camel's hair brush.

As you are punching tape, or as punched tape is being read, keep the tape from falling on the floor. The dirt on grimy tape may fall into the Tape Reader and cause wear on parts and incorrect operation.

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